



## **2013 Bluegrass, Bourbon, & Brews Festival**

Presented by Jim Beam

### Vendor Application Information

Dear Bluegrass, Bourbon, & Brews Festival Applicants:

Thank you for your interest in our Bluegrass, Bourbon, & Brews Festival. Applications for vendors are now available. The festival will be held August 30, 2013, at Pensacola Bay Center.

We are proud to invite you to participate in our festival. Pensacola Bay Center strives to make this festival a positive experience for all our vendors as well as those attending the festival, and our policies are a reflection of those efforts. If you have any questions, you may reach us by email [kfratto@smgpcola.com](mailto:kfratto@smgpcola.com) or [bbagley@smgpcola.com](mailto:bbagley@smgpcola.com).

Please make sure to read the information carefully as it will help guide you through the application process.

How do I participate?

- Submit all required Vendor Application Materials:
  1. A completed application.
  2. A maximum of 3 photos of your product and your booth setup. (The committee relies heavily on the photo submissions for the selection process.) The submitted photos should be the best possible representation of your product and booth. All required photos must be emailed to [kfratto@smgpcola.com](mailto:kfratto@smgpcola.com) or [bbagley@smgpcola.com](mailto:bbagley@smgpcola.com).
  3. A copy of the certificate of liability insurance policy with Pensacola Bay Center named as additional insured.



Please keep in mind that early application is strongly encouraged as vendor space is limited. Submission of your completed application does not ensure acceptance. Booth location assignments will be made at the discretion of Pensacola Bay Center Festival Committee.

### **What are the fees associated with being a vendor?**

Vendor fees are for rental of the space to sell your product.

### **Is my vendor fee refundable?**

Yes. All vendor fees are refundable minus a \$25.00 administrative fee. Vendors who must withdraw submissions will receive a full reimbursement (minus the administrative fee) prior to August 8, 2013. After this date, refund will not be provided for any vendor for any reason.

### **What do I get for my vendor fee?**

A 10x10 size booth space. One table and two chairs will be provided per space. Electricity (a 110 quad box) can be provided for an additional fee of \$25.00. Tents are not provided, but you may bring your own to fit inside your 10x10 space. Credentials and all information in regards to how many people will be allowed in booth, etc., will be included in the vendor packet.

### **How do I submit my application and fees?**

Vendor submissions will not be considered complete until you have paid in full. All vendors must turn in a completed application, pay the fee, send in the required photos and certificate of insurance to Pensacola Bay Center. You can mail to Pensacola Bay Center, attn Kristin Fratto, 201 E. Gregory St., Pensacola, FL 32502, or visit the Pensacola Bay Center.

### **Do I get to choose my own space?**

No. Vendors will be assigned to their vendor space and may not request specific locations. Please remember that only the vendor on the application may show in the booth space assigned; space and acceptance is non-transferable.

### **When will I know if I am accepted?**

We will be processing applications as they are received. All vendors should be notified no later than July 22, 2013 that your application has either been accepted or declined. Please do not call Pensacola Bay Center office to check on your application status.

### **If I am accepted, when will I receive my vendor packet?**

All vendor packets will be ready for pick up no later than August 15, 2013.

### **How many vendors will you be accepting into the festival?**

The number of spaces available are 20, 10x10 size spaces. The committee relies heavily on the photographs you submit to choose vendors.

**Where will vendor parking be?**

Reserved parking for vendors will not be available on site near your space. All vendors will have access to their space to setup and breakdown during a specific time, which will be included in the vendor packet. Parking will be available in a designated area in the front of the Bay Center. Please do not park in inappropriate places. RVs and large rigs are strictly prohibited in historic downtown due to a City of Pensacola ordinance.

**What is the cancellation policy?**

Vendors who have been accepted into the show have until the August 8 date to receive a full refund (minus the \$25.00 administrative fee). After this date, no fees will be refunded for any reason. Once you have withdrawn your submission, you will not be allowed to participate in the 2013 Bluegrass, Bourbon, & Brews Festival. Vendor space is non-transferable.

*"NO REFUNDS WILL BE GIVEN TO ACCEPTED VENDORS AFTER AUGUST 8. FOR WEATHER, ACTS OF GOD, CIVIL DISOBEDIENCE OR ANY CIRCUMSTANCE THE PENSACOLA BAY CENTER DEEMS OUT OF ITS SOLE CARE, CUSTODY, OR CONTROL."*



## BLUEGRASS, BOURBON & BREWS FESTIVAL

### Vendor Application

#### INSTRUCTIONS

THIS IS AN APPLICATION ONLY. PARTICIPANTS WILL BE INVITED FROM ALL ELIGIBLE APPLICATIONS RECEIVED. COMPLETE ALL BLOCKS, INCLUDING SIGNING THIS FORM. ALL DEADLINES MUST BE MET FOR CONSIDERATION.

#### APPLICANT INFORMATION

Name:

Address:

Zip Code:

Phone Number:

City/State:

#### ADDITIONAL INFORMATION

Trade/Company Name:

Primary Contact:

Cell:

Email:

Email:

Additional Contacts:

Phone:

Tax ID number:

#### BOOTH INFORMATION

A table and 2 chairs will be provided. Electricity can be provided, for a fee (\$25 for a 110 quadbox), if needed. Vendors can bring in their own 10x10 tent to use in their space. A picture of your booth set-up needs to be emailed to [kfratto@smgpcola.com](mailto:kfratto@smgpcola.com) or [bbagley@smgpcola.com](mailto:bbagley@smgpcola.com). An original copy of the certificate of liability insurance policy with Pensacola Bay Center named as additional insured.

How many booths?

Booth spaces are 10x10 in size. Is electricity needed?

#### PACKET INFORMATION

Vendors will be assigned a space once we have selected all vendors. A vendor packet that includes booth location, set up and break down procedures, and parking info will be available for pickup on August 15, 2013.

BRIEF DESCRIPTION OF ITEMS SELLING/PRESENTING

Approximate Cost

Free giveaways?



## BLUEGRASS, BOURBON & BREWS FESTIVAL

### Vendor Application

#### PAYMENT INFORMATION

Booths are **\$75** per space. Payment in full must be received by August 1, 2013 to secure your booth. Vendors, who been accepted into the festival, will have until August 8 to receive a full refund (minus \$25.00 administrative fee). After this date, no fees will be refunded for any reason. Vendor space is non-transferable.

NO REFUNDS WILL BE GIVEN TO ACCEPTED VENDORS AFTER THURSDAY, AUGUST 8 FOR WEATHER, ACTS OF GOD, CIVIL DISOBEDIENCE OR ANY CIRCUMSTANCE THE PENSACOLA BAY CENTER DEEMS OUT OF ITS SOLE CARE, CUSTODY, OR CONTROL.

Payment, in the form of cash, check (payable to Pensacola Bay Center), VISA, or Mastercard, will be accepted at the Pensacola Bay Center or can be mailed to Pensacola Bay Center, attn: Kristin Fratto, 201 E Gregory Street, Pensacola, Florida, 32501.

#### DEADLINES

Application due by July 15. Vendors will be notified of selection by July 22. Booth payment due by August 1. Refunds granted until August 8. Vendor packets available for pick up August 15.

Print Name

Date

Signature

**Warning:** You must sign and return this form. By signing this form, you agree to all of the festival rules. Failure to meet any of the conditions or to follow any of the rules at any time during the registration process or during the festival itself will be grounds for immediate removal from consideration, will forfeit any money paid, and will forfeit future rights of application.